

Wisconsin Department of Regulation & Licensing

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING INSTRUCTION PACKET FOR PRIVATE DETECTIVE LICENSE

Enclosed are the forms to apply for a private detective license.

Applicants for an individual private detective license must pass the licensing examination and satisfy any other requirements before submitting the Application for Private Detective License (Form #469).

EXAMINATION - To apply for the examination call Promissor at 888-204-6284 or go to their website at www.promissor.com. Examination scores are valid for one year and cannot be extended. **DO NOT SUBMIT YOUR APPLICATION TO THE DEPARTMENT UNTIL AFTER YOU HAVE PASSED THE EXAM.**

To be licensed and to perform private detective services, as defined in sec. RL 30.02(12)(1), Wis. Admin. Code, an applicant must be licensed under an existing licensed private detective agency or they may apply for their own private detective agency license. If a person operates a private detective agency and conducts private investigations, both the individual and the agency (whether a corporation, partnership, limited liability company or a sole proprietorship) must be licensed.

INSTRUCTIONS FOR COMPLETING THE APPLICATION

1. **Application for Private Detective License (Form #469)**: Complete the enclosed application and attach the appropriate fee. An individual applying for both a private detective and a private detective agency license must complete the employer portion of the Application for Private Detective License (Form #469) as if the agency were already licensed, leaving the license number blank. The Department will fill in the license number. **A completed Application for Private Detective License must be submitted within one year of passing the examination.** Failure to submit all required documents will result in a delay of processing your application.

The Department will obtain a state and federal criminal records search on all applicants. The Department is usually able to obtain results within 2-3 days after the request for a criminal records search has been requested. If there is no criminal background history and all requested application materials have been received, a private detective license will be issued.

2. **Fingerprint cards**: Submit **TWO** fingerprint cards, properly completed pursuant to RL 31.03(1)(b), Wis. Admin. Code. Fingerprint cards sent to the Department must be those which have been printed by the FBI (blue ink) and by the CIB (green ink). The box labeled "ORI" toward the top of the FBI card or "ORI CONTRIBUTOR" toward the top of the CIB card must have the following preprinted information: W1013015Z, DEPT OF REG & LIC, MADISON, WI. Cards with a different contributor name are not acceptable. **All information on the cards must be typed or printed in black ink.** Do not make any other notes on the cards for any internal purposes. The FBI will reject any fingerprint card that contains any highlighted areas (i.e., use of a highlighter pen to identify fields that the applicant should complete). Applicants must pay a \$43 fee for a state and federal records search.

Criminal History Checks Notice: Provisions set forth in Title 28, Code of Federal Regulations (CFR) Section 16.34, require us to notify you that your fingerprints may be used to check the criminal history records with the FBI. Identification records obtained from the FBI may be used solely for the purpose requested and may not be disseminated outside the receiving department, related agency or other authorized entity. The Department of Regulation and Licensing does not deny a license based on the information in the record itself, but does require the submittal of a certified copy of the criminal complaint and judgment of conviction in any matter which would appear to be cause for denial of a license.

3. The **Authorization for Release of FBI Information** (Form #2681) must be signed by the applicant and a witness and returned with the application.
4. **Photograph**: Submit **ONE** recent photograph of your head and shoulders only with your name printed on the photograph.

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5. **Convictions and Pending Charges (Form #2252)**: All applicants will be required to answer questions on the application form about convictions of any crime, other violations and pending charges in Wisconsin or any other state. The Department will obtain a state and federal criminal records search on all applicants. If any applicant was **EVER** convicted of a felony in Wisconsin or any other state and not pardoned, the applicant's application will be denied. There are no exceptions.

If an applicant has been convicted of one or more misdemeanor or other violations or has pending charges and if the Department determines that the crimes or violations are substantially related to the practice of a private detective, the Department will not grant a license until it has received sufficient information to determine whether the license should be granted, denied or limited. It is the responsibility of the applicant to provide complete information to the Department. Applications are deemed complete after submission of all relevant background information by the applicant. A certified copy of the police report, criminal complaint and judgment of conviction is required for each conviction.

6. **Employment Requirement**: Every private detective applicant is required to be employed by a private detective agency licensed in Wisconsin. An authorized representative of your employing agency must complete page 3 of 4 of the application. If an applicant wishes to work for him or herself, a private detective agency license must be obtained by completing and submitting the Application for Private Detective Agency (Form #456) with the appropriate fee and required documentation. The private detective and agency applications may be submitted simultaneously.
7. **General liability insurance policy or bond**: A private detective must either be covered by a comprehensive general liability insurance policy maintained by the private detective agency or be bonded for \$2,000. Enclosed is a bond form if you need to obtain the \$2,000 bond. The Department is not able to issue a license until it has verified that you are covered by your employing agency's liability policy or you have received a bond.
8. **NOTE**: No person may act as a private detective until the proper license has been issued by this Department. Failure to comply is in violation of sec. 440.26(8), Stats., and is subject to penalties. **The private detective license will not be issued until the criminal records search results and all requested application materials have been received.**

9. **Wisconsin Statutes and Administrative Rules**:

A copy of the Wisconsin Statutes and Administrative Code relating to the Practice of Private Detectives and Private Security Persons is available on the web at <http://drl.wi.gov> or at most libraries. If you wish to purchase a copy, you may purchase a hard print copy from Document Sales, Department of Administration. Information for ordering a codebook may be found at <http://drl.wi.gov/includes/catalog.htm>, by calling Document Sales at 800-362-7253 or 608-264-9419 or by email at docsales@doa.state.wi.us.

The private detective license expires on August 31 of the even-numbered year. It may be renewed for a two-year period at that time.